



## Child Trends Data Collector

*Child Trends is a nonprofit, nonpartisan research center that provides valuable information and insights on the well-being of children and youth. For more than 30 years, policymakers, funders, educators and service providers in the U.S. and around the world have relied on our data and analyses to make better decisions and policies on programs serving children and youth.*

### Overview of Position

Data collectors will work independently with oversight from Child Trends full-time staff on an evaluation of BrightStars, Rhode Island's child care Quality Rating and Improvement System. This will involve visiting child care programs across Rhode Island and collecting data from preschool classrooms during the 2015-2016 school year.

- Duration: August 17<sup>th</sup> through May 31<sup>st</sup>
- Intensity: 25-30 hours per week, depending on availability of fieldwork
- Location: Child care programs throughout Rhode Island
- Pay: Begins at \$18 per hour but will vary based on experience  
Mileage will be reimbursed at \$0.57 per mile

### Job Specifications

- Attend training on a set of standardized child assessments and demonstrate the abilities to (1) use the assessment protocol accurately and (2) appropriately interact with children ages 3-5.
- Attend training on a classroom observational measure (the CLASS Pre-K) and pass a certification test to ensure accurate use of the rubric.
- Effectively communicate with directors, teachers, and possibly parents, regarding project specifics.
- Travel to child care programs 3-4 days/week throughout Rhode Island to conduct one-on-one child assessments with children ages 3-5 in the fall and spring and classroom observations in the winter.
- Effectively manage logistics including scheduling visits, preparing materials correctly, and regularly mailing materials to Child Trends.
- Actively participate in weekly phone meetings, sharing fielding experiences, asking questions, and hearing about project updates.
- Enter quantitative data accurately into a data system and follow a set of data security procedures.

### Qualifications

- Experience working with young children in an early childhood setting is preferred.
- Strong organizational, planning, and communication skills; attention to detail; flexibility; and punctuality
- Ability to understand and follow protocols, especially when working with children and with sensitive data
- Ability to distinguish between situations that can be resolved independently versus those that require immediate input from a supervisor
- A commitment of at least 4 days/week during fielding months
- B.A./B.S. with some coursework in early care and education or equivalent experience
- Must have access to reliable internet, cell phone, and transportation for travel around Rhode Island
- All offers of employment are contingent upon successful completion of a background check
- **Experience with data collection strongly preferred**

## How to Apply

Apply to: <https://home2.eease.adp.com/recruit/?id=17906082>. Phone interviews will be scheduled on a rolling basis starting **July 10** and will continue until the positions are filled. Upload in **one document** your resume and cover letter. Please include a statement about your weekly availability from September 1<sup>st</sup> through May 31<sup>st</sup>, specifying any dates that you will not be available. Please also include contact information for three professional references. No phone calls, please. [Child Trends is an Equal Opportunity and Affirmative Action Employer.](#)